

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: December 10, 2010

Volusia County Legislative Delegation:

The Volusia County Legislative Delegation meeting is scheduled for Monday, December 13, 2010, at the County's Admin. Bldg. in Deland from 9:00 a.m. to 1:00 p.m. Attached for your information is a draft of my comments for this meeting (Exhibit A).

2011 Workshop Topics:

Attached for the Commission's information is a list of scheduled and unscheduled Commission Workshop Topics for 2011 (Exhibit B). Many of these you will note were topics discussed at the Commission's December 4th meeting and identified as topics that needed further discussion.

Seminole County Station 27:

Earlier this week, I went with Chief Staples and members of the Fire Department Truck Committee to visit Station 27 in Seminole County to see a demonstration of their aerial truck which is similar to the one the City is looking to purchase for our Fire Department. The features of this type of truck as compared to a standard ladder truck were quite impressive.

Christmas Parades:


I'm pleased to announce that the City won 1st place for our float in the Deltona Day Parade in November, and 2nd place in the commercial class in the City of Deland's Christmas Parade this past weekend.

We also had our first meeting to discuss the City's 1st Annual Christmas Parade for 2011. These items are in the discussion stage, but at present we are looking tentatively at:

- Parade Route: Along Providence Blvd., from Fort Smith Blvd. to City Hall
- Staging Area: Along Providence Blvd., between Tivoli and Fort Smith Blvds.
- Date: Saturday, November 26, 2011
- Time: Evening parade beginning at 6:00 p.m.
- End of parade festivities to be held at City Hall: Photos with Santa, Music, refreshments, etc.
- Estimated Cost: To be determined and provided to the Commission early in 2011.

Ongoing/Upcoming Events:

- **Farmer's Market** - Every Saturday, 1649 Providence Blvd., 8:00 a.m. – Noon.
- **Santa's North Pole** – Saturday, December 11th, Deltona Regional Library, 5:00 – 9:00 p.m.
- **Holiday Concert at the Amphitheater** – Saturday, December 11th, Deltona Regional Library, 6:00 – 9:00 p.m.
- **Flu Shots** available at Fire Station 61, Monday – Friday, 9:00 a.m. – 4:00 p.m., and Saturdays from 9:00 a.m. – Noon. Cost is \$25/person. Cash, check, Visa and MasterCard are accepted; the only insurance accepted is Medicare Part B.
- **City Administrative Offices Closed** – Thursday, December 23rd; Friday, December 24th; and Friday, December 31st.


Faith G. Miller, MMC, MPA
City Manager

Volusia County Legislative Delegation Notes

December 13, 2010

Good morning, I am Faith Miller, City Manager for the City of Deltona, and I have two issues to speak to you about this morning.

The first issue, is Senate Bill 550, and the specific sections of the bill that deal with:

- The requirement for homeowners utilizing on-site septic systems to have those systems inspected at least once every five years;
- A septic system pumping and inspection will cost approximately \$500-600 per inspection which does not include replacement of the yard (sod).
- The bill also creates a conflict of interest whereupon it requires the inspections to be done by those individuals/companies who will benefit from a failed inspection.

The City of Deltona with a population close to 85,000 has a total of 27,334 septic systems in our service area which includes 27,008 residential lots. This is an unfair burden to place on our homeowners in these tough economic times.

The City Commission adopted Resolution No. 2010-40 on November 15, 2010 to encourage the Volusia County Legislative Delegation to take the steps necessary to repeal the amendments to Sections 381.0065, 381.00656 and 381.066, Florida Statutes, as adopted by Senate Bill 550. (Turn in copies of the Resolution)

The second issue, is regarding the St. Johns River Water Management District, my Commission asked that I convey their request that the Legislative Delegation encourage St. Johns to take more of a leadership role in planning for ways to address alternative water solutions and any potential water shortages. What's been occurring is the Cities, particularly those on the west side of the

County, conduct an alternative water study and St. John's participates in the cost of the study, but then the District rejects the study. The cost of alternative water is putting the water users of West Volusia at a disadvantage in terms of economic development.

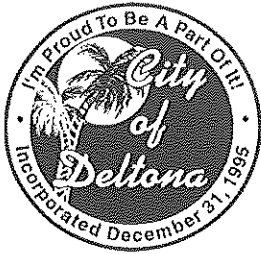
Taxpayer dollars are being wasted by multiple reviews of the same problem on consultants who go back and forth with their findings as there appears to be constant disagreement between the experts in the field and the staff members at St. Johns. Our Commission asks that the Legislative Delegation look at ways to reduce the duplication of effort between St. Johns and the municipalities and have the District look at being more of an implementation organization than a regulatory one to reduce the disagreement between the District and the Cities on the best ways to address any potential water shortages.

2011 Workshop Topics as of 12/6/10

- January 11th – Topic: Comparison of City-run programs to include list of all programs, what subsidy City provides in the form of field maintenance, supplies/equipment, and facility usage; expenses covered by the City. Facility use agreements – review of all agreements, length of agreements, how long organizations have been operating in the City.
- January 11th – Topic: Advisory Boards - to include discussion on advisory board's role, Commission direction, and meeting schedule. Also discussion re: Citizen's Budget Advisory Team.
- Date to be determined after hiring of new Business Development Coordinator – Meeting with area developers to obtain input and feedback from the development community regarding challenges facing Deltona's business expansion.

Meeting date to be determined:

- Topic: 122-acre City owned site off Saxon Blvd. and proposed RIB (rapid infiltration basins) and possible location of City swimming pool, baseball fields and other recreational amenities.
- Topic: Banners – discuss feasibility of allowing banners across major thoroughfares to advertise special events during discussion regarding revisions to the City's sign ordinance.
- Topic: City Hall security system.
- Topic: Prioritize City expenditures/items/projects, list 6-8 priorities and rank them by necessity.
- Topic: Teen Center and Public Swimming Pool



CITY OF DELTONA

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CITY MANAGER'S OFFICE:

COMMUNICATION:

- Visited and photographed the Edgewater City Hall with the Risk Manager for information/photos on the security programs utilized in their recent upgrade.
- Working to promote car seat safety checks at the Fire Department.
- Working to promote holiday activities scheduled for the library/amphitheater on Dec. 11.
- Postponed the Jan., Feb., March City newsletter per direction from the City Commission.
- Videotaped "Holiday Greetings" with City Hall staff, and the City Commission for DTV.
- Videotaped the DeLand Christmas Parade, to get video of the City of Deltona float.
- Producing the following "Holiday Greetings" for DTV: City Staff & Commissioners, and Military Personnel.
- Downloaded Christmas and holiday music, to DTV, so the City TV station will run holiday music exclusively through Three Kings Day, on January 6th.
- Developed "1st Annual Deltona Holiday Parade of Homes", to encourage a sense of holiday community... featuring decorated houses on DTV and the City Website. This is a contest where residents are encouraged to vote for their favorite decorated house. Partnering with local business, Anderson's ACE Hardware for this project.
- Working with Deltona HS to videotape the Dec 11th Christmas "North Pole" event and concert.
- Received "Deltona Days Parade" video from Pine Ridge HS, for air on DTV.

Media Relations ~

- Answered questions for Jeff Deal/WFTV Ch. 9 regarding the Thornby property and park.
- Answered Mark Harper/News Journal questions, regarding proposed plans for City Hall Security.

Press Releases ~

- Harvey Scholarship Applications
- DeltonaTV featuring holiday music
- Holiday parade of homes

BUILDING & ZONING DEPARTMENT:

Week of 11/26/10 thru 12/03/10:

- | | |
|---|----------------|
| • Building Permits issued for the week | 54 |
| • Valuation of work permitted for the week | \$143,752.75 |
| • Inspections completed for the week | 155 |
| • Total Permits issued for Fiscal Year 10/11 | 519 |
| • Valuation of work permitted for year 10/11 | \$3,840,897.85 |
| • Solar Rebates Processed this week: | 0 |
| • Total Solar Rebates processed since 2/1/10: | 74 |

Permits Issued 11/26/10 – 12/03/10:

AC Change Out	6
Door Replacement	2
Electrical Repair	5
Exterior Renovation	1
Fence	11
Fire Wall	1
Garage Door Replacement	3
Plumbing	2
Reroof	9
Right of Way	2
Screen Enclosure	1
Shed I	2
Shed II	1
Siding	1
Water Heater Replacement	3
Window Replacement	4
TOTAL	54

CITY CLERK'S DEPARTMENT:

- 2nd Floor HR/CC Walk-In Customers: 81
- 2nd Floor calls Answered: 42
- Packages Picked Up: 1
- Packages Received: 48
- A/P Invoices Opened: 139
- Newspapers: 16 (10 hours)
- Public Records Requests Received: 2
- Public Record Request Amount Rec'd: \$8.93
- Documents imaged, pages: 460
- Large scale drawings imaged, pages: 0

ENFORCEMENT SERVICES DEPARTMENT:

- Responded to 191 requests for services this week.
- Animals impounded at the humane societies: 33.
- Citation warnings issued: 10.
- Courtesy notices: 53.
- Abatement notices: 8.
- Citations issued: 2.
- Code Enforcement telephone calls: 89.
- Solid Waste calls: 70.
- Citizen walk in requests for Code Enforcement assistance: 13.
- Citizen walk in requests for Solid Waste assistance: 1.
- Properties requiring grass to be cut by contractors: 5 at a cost of \$175.00.
- 24 certified mailings were sent out at a cost of \$132.96.

- Money collected for Animal tags, liens and return to owners: \$720.00.
- Foreclosures last week:

Deltona	25
Volusia County	55
Total	80

FINANCE DEPARTMENT:

- Met with Deltona Water regarding fixed assets.
- Conducting interviews for Payroll Administrator.
- Tyler Content Manager kick-off meeting with Munis.
- Attending Florida City and County Management training session. The topic of discussion is "Financial Forecasting for Florida Local Governments: A Template for the Next Five Years."
- Met with B&L Investments of Orlando regarding painting City Hall and we are ready to issue a PO for the work.
- Working with Office Supply Companies to evaluate pricing for new contract.
- Met regarding Fixed Assets and continuing to work on them.
- Waiting on final cost for renovations on Social Services Building for the Sheriff's Dept. Building
- Official meeting with Olsen Construction on some final IT related changes to the building.
- Processed November credit cards.
- Met with PRIDE (Prison Rehabilitative Industries and Diversified Enterprises, Inc.) regarding the products and services they sell.
- Delivery of the poles and fixtures for the Solar Lighting Project scheduled for January 7, 2010. Notice to Proceed to be issued shortly thereafter.

Accounts Payable Section:

Check Run Date:	11/12/2010
Checks Processed	301
Invoices Processed:	
Carol	329
Julia/Jacque	104
UB Refunds	173
Totals	606
Check Run Date:	11/29/2010
Checks Processed	273
Invoices Processed:	
Carol	319
Julia/Jacque	143
UB Refunds	144
Totals	606

Payroll Section:

Check Run Date:	11/11/2010
Total Employees	304
Time Sheets Processed	608
Checks Processed	22
Direct Deposits Processed	293
Total Payroll including benefits	\$ 696,427.40
Miscellaneous:	
Flexible Spending Reimbursements	23
Check Run Date:	11/25/2010
Total Employees	310
Time Sheets Processed	620
Checks Processed	26
Direct Deposits Processed	295
Total Payroll including benefits	\$ 699,881.68
Miscellaneous:	
Flexible Spending Reimbursements	36
Firefighter Annual Incentives	46

Nov-1-30	Activity	Count
	LBT	
	Renewals	331
	Residential Rentals	101
	New Residential	19
	New Residential Rentals	11
	New Commercial	3
	Non-Profits	0
	Exempt/Issued	0
	Walk-Ins:	81
	Business Tax Revenue Collected	\$14,572.80
	Fire Inspections Revenue Collected	\$4,574.00

FIRE DEPARTMENT:

Fire Chief:

- Chief Staples and two other committee members traveled to Appleton, Wisconsin on a fact-finding and plant tour of Pierce manufacturing as part of the design of the replacement aerial apparatus in this year's budget. This trip was completely paid for by the vendor at no expense to the taxpayers of Deltona.
- Conducted another meeting of the Aerial Apparatus committee and toured / demonstrated a similar unit in Seminole County for a comparison. The City Manager attended the demonstration of the Seminole County unit to see the advantages of an aerial platform over the current aerial ladder unit we have today.
- Attended the Commission Visioning session and workshop.
- Responded to a grievance and request for arbitration by the Union.

EMS:

- Chief Hughes attended an Infection Control class on Wednesday and Thursday at Tiger Bay.

Training & Safety:

- SCBA training with fire crews
- Completed S190 Module #3 course on Target Safety so course could be assigned to Fire Department
- Worked on safety plan for upcoming training session
- Started working on eACLS for ACLS recertification

Communications/Public Education/Information: No report

Fire Loss: No report

HUMAN RESOURCES:

- Performance Evaluations processed: 2
- Deltona JOBS Program Folders: 1st Floor lobby- 5 added, 2nd FL Lobby 5 added;
(To date 12/8/10) total # of Deltona JOBS Program folders taken -820.
- Applications Received: (3) Business Dev. Admin, (5) Utility Systems Tech,
(7) Waste Water Operator, (7) Payroll Administrator
- Scheduled interviews for Utility Systems Tech, IT Specialist, Payroll Administrator, Business Development Administrator
- Met with several department directors regarding personnel issues and coordination of personnel actions.
- FMLA requests: 2
- Conducted reference check and background screenings for: (2) Intermittent Facility Attendants.
- Participated in 4 interviews for Payroll Administrator with Finance Department.
- Scheduled second interviews with two Payroll Administrator candidates.
- Participated in 5 interviews for Utility System Technician with Water Department.
- Participated in 6 interviews for Business Development Administrator.
- Conducted Wellness Committee meeting to discuss Survivor Fitness Challenge.
- Reviewed/coordinated with several department managers regarding updating of several job descriptions.
- Received notice of a grievance by Local 2913 regarding the Family Medical Leave Act (FMLA).
- Requested arbitrator panel from FMCS regarding Union's demand to arbitrate City's Wellness Program.
- Distributed William S. Harvey Scholarship applications to local High schools and Colleges.

- Submitted the Quarterly Personnel Status Report to the City Manager for review.
- Processed several personnel benefits and payroll actions and met with several employees regarding same.
- Met with Finance Dept. staff to review MUNIS update regarding forms.

PARKS AND RECREATION DEPARTMENT: Week ending 11/26/10

Administration:

- Farmers Market 12/04/10: 8 vendors, 88 cars.
- Met with Edgewater Condominium Association to discuss approval for a utility easement across their property for the Thornby Park.
- Set up the Deltona Library for the Santa's North Pole celebration.
- Met with Volusia County to discuss Amphitheater programming.
- Visited Thornby Park to meet with SBS to discuss project completion.
- Attended the Commission Visioning Session.
- Conducted Parks & Recreation Board Meeting.
- Met with Irvine Mechanical to discuss heating issues.

Facility Use Permits include:

- Deltona Community Center – 6 permits issued. Weekly attendance – 832.
- Harris M. Saxon Community Center – 2 permits issued. Weekly attendance – 475.
- Wes Crile Park – 6 permits issued. Weekly attendance – 1,771.
- Skate Park – 9 new passes. Weekly attendance – 735.

Special Events/Programs:

- Amphitheater:
 - Santa's North Pole is scheduled for Saturday, December 11th at 5:00pm inside the library auditorium. Photo opportunities will be available and Walgreens will also offer photo services.
 - December holiday program is scheduled for Saturday, December 11th from 6:00-9:00pm. We are partnering with the Volusia County Hispanic Association to provide a multi-cultural event that will feature traditional American and Hispanic holiday songs.
- Harris M. Saxon Community Center:
 - Zumba dance classes continue.
 - Boys and Girls Club After-School program continues.
- Wes Crile Park:
 - Little Linksters Golf Fall Program continues.

City Leagues Currently Underway:

- Fall leagues are complete.
- Modified pitch league continues.
- Polar Bear league is scheduled to begin mid January 2011.

Partner Leagues Currently Underway:

- Deltona Panthers Pop Warner cheerleaders' competitions are complete.
- Deltona Youth Soccer has formally been approved to host a tournament January 2011.
- Deltona Little League and West Volusia Youth Baseball fall seasons are over.
- FBVA Winter season starts in early January 2011.

- Adult 6V6 soccer starts January 2011.

Parks Maintenance:

Mowed, edged and weed-eated: Campbell Park, Dupont Lakes Park, Festival Park, Manny Rodriguez Park, Timber Ridge Park and Veterans Memorial Park.

- Campbell Park – Provided temporary fix to secure floating dock plank to boardwalk; sprayed front gate locks, restroom door locks and fence locks with WD-40.
- Dewey Boster Park – Replaced outside light on right restroom; repaired leaking tank in restroom; posted “Helmet required” signs in front of batting cages; sprayed front gate locks, restroom door locks and fence locks with WD-40.
- Dupont Lakes Park - Checked for damage after holiday weekend.
- Dwight Hawkins Park - Checked for damage after holiday weekend; sprayed front gate locks, restroom door locks and fence locks with WD-40.
- Festival Park – Box-bladed road leading into park; checked for damage after holiday weekend; washed the blue park entrance sign.
- Harris Saxon – Removed graffiti from outdoor restrooms; sprayed front gate locks, restroom door locks and fence locks with WD-40.
- Keysville Dog Park - Checked for damage after holiday weekend; sprayed front gate locks, restroom door locks and fence locks with WD-40.
- Lake Gleason Park – Replaced paper towel dispenser in restroom; sprayed front gate locks, restroom door locks and fence locks with WD-40.
- Manny Rodriguez Park – Cleaned grounds and pavilion; sprayed front gate locks, restroom door locks and fence locks with WD-40.
- Skate Park – Repaired front gate and put on new combination lock.
- Timber Ridge Park – Picked up tree trimming from park; repaired outside lights on restrooms; sprayed front gate locks, restroom door locks and fence locks with WD-40.
- Tom Hoffman Park - Checked for damage after holiday weekend; removed graffiti from restroom walls and doors (wiped and painted over); removed graffiti from picnic bench; blew off pavilion and sidewalk; sprayed front gate locks, restroom door locks and fence locks with WD-40.
- Vann Park – Box-bladed parking lot; buried the cable sticking out of the ground; changed bulbs in clubhouse restroom; weed-eated shuffleboard court area (inside and out); sprayed ant killer around the entire area; blew off shuffleboard court; sprayed front gate locks, restroom door locks and fence locks with WD-40.
- Veterans Memorial Park – Checked for damage after holiday weekend; mowed; cleaned pavilion; sprayed front gate locks, restroom door locks and fence locks with WD-40.
- Wes Crile Park – Provided another treatment for fire ants throughout the park; sprayed front gate locks, restroom door locks and fence locks with WD-40.

Parks Maintenance – Miscellaneous

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks.

- Mowed and cleaned yard.

City Hall, Fire Station, Sheriff's Department and Social Services Building Maintenance:

Weekly tasks include cleaning the Fire Station; inspecting Social Services building; vacuuming; emptying trash from DSC classrooms; emptying trash for different departments; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrub; walking the grounds and picking up trash; sweeping sidewalk; setting up commission chambers for various meetings and resetting afterwards, vacuuming the chambers, replenishing restroom supplies throughout the entire building; cleaning restrooms; unclogging various toilets in restrooms on both floors; replacing light bulbs throughout the building, courtyard and walkway; cleaning front of building; replacing restroom fresheners and batteries; vacuuming Commission Chambers and hanging pictures (as requested) throughout City Hall.

- Checked elevator warning; called Schindler and escorted them around City Hall.
- Cleaned exterior lights at front of building.
- Explained and assigned work to the Tech Bridge volunteers.
- Checked temperature throughout the building (reset upstairs back lobby area).
- Reset Christmas lights in front of building; dried plugs.
- Met with the Sheriff's Department regarding alarm code for the Social Services Building.
- Replaced city and state flags.
- Assisted City Clerk's office in moving boxes to be shredded.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex.
 - Baseball and Pony League Fields.
 - Vann Park.
 - Dupont Lakes.
 - Wes Crile Park.
 - Fertilized Dupont Lakes, Wes Crile and Vann Park with TB3.
 - Replaced two (2) 1-20's at Pony League field 3.
 - Re-applied rye seed at Campbell Park.
- Sports Complex:
 - Fertilized Pony League with TB3.
 - Repaired rollers to 6500 Fairway Mower.
 - Cleaned maintenance building.

PLANNING & DEVELOPMENT SERVICES DEPARTMENT:

Executive Summary ~

The Planning and Development Services Department will clear State Planning mandates, which for many communities, is proving to be a challenge. We avoided unnecessarily spending General Fund dollars on a Mobility Plan that was supposed to be required per Senate Bill 360 to memorialize our Dense Urban Land Area (DULA) status. A clearly defined methodology was not provided by the State and there was no consensus as to the criteria to create a plan. Thus, an expensive process to undertake, which proved unwarranted to-date, was avoided. The City will work with regional partners in Volusia County, Orange City, DeBary, and DeLand to create a more realistic approach for the west-side of the County that benefits the City and maximizes the potential to gain grant funding.

Planning ~

The Planning Section is focused on three main functions: 1. Establishment of the *Mixed Use* future land use category; 2. Rewrite of the Land Development Code; and 3. Completion of the Thornby site. Staff created the *Mixed Use* category and that was approved by DCA within the EAR-Based Comprehensive Plan Amendments. Now that the designation exists, staff can focus on creating data and analysis that is needed to support this category in test locations. Small geographical areas will be brought forward to the City Commission in a future workshop for their review and approval.

Housing & Community Development ~

The Housing & Community Development Section is completing year-end HUD requirements for CDBG reporting. Staff was required to conduct a public meeting on December 7th to make the summary expenditure report (CAPER) available for public viewing and comment. No comments were received and the document has been placed on the City Commission Agenda for December 13th. Staff is also assigning work to general contractors (GCs) within the SHIP program. The GCs are completing home repairs and staff is applying down-payment assistance to close out use of SHIP funds. All monies have been allocated to qualified applicants. Finally, NSP 1 is positively moving forward with the rehabilitation of 49 homes (the remaining 4 will be completed by Habitat for Humanity). Staff anticipates that over 10 homes will be available for sale by the end of December. Two units have contract offers on them and the first home sale will be announced publically to generate more interest in the home buying portion of the project. NSP 3 has not begun.

Economic Development ~

Staff is working on a composite list of sites and support graphics that will be supplied to both the Volusia County Economic Development office and Team Volusia. Staff met with both entities to determine their format and use of the list for business prospects. Staff is encouraging both organizations to collectively create a unified process; such that business prospects expect one product from Volusia County/Team Volusia and that it is user-friendly (just gives the salient data). Staff will update the inventory list on a monthly basis and report any changes to both organizations.

PUBLIC WORKS:

Traffic Operations ~ Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- **Signs:**
 - Removed garage/yard sale signs throughout the City.
 - Completed 15 sign repair work tickets throughout the City.
 - Fabricated and installed (1) 30 mph sign at 900 Humphrey Blvd; 1025 Humphrey Blvd; 1140 Humphrey Blvd; 1139 Humphrey Blvd; 1221 Humphrey Blvd; 1380 Humphrey Blvd; Sonnet Ct & Humphrey Blvd; Humphrey Blvd & Newmark Dr; 970 Vicksburg.
 - Fabricated and installed (1) 35 mph sign at E Normandy Blvd & Bank of America; Goldcoast & E Normandy Blvd; 1186 E Normandy Blvd; 1076 E Normandy Blvd; 1081 E Normandy Blvd.
 - Fabricated and installed 1 set of street name signs for Ruth and N Firwood.
 - Fabricated (2) 18'x 24' signs for Parks & Recreation for the batting cages at Dewy Boster.
- **Asphalt:** Assisted drop off crew on Normandy Blvd between Providence & Saxon.
- **Misc:**
 - Removed glass from roadway at Mentmore between Montano and Kerridale.
 - Removed nuts and bolts from roadway at Saxon Blvd and N Normandy Blvd near Walgreens.

- Painted over graffiti at Arlee & W Chapel.

Field Operations ~ Weekly tasks include evaluating work orders called in by residents.

- **Concrete:** Sidewalks – 2102 Hainlin – 4'x 4' & 4'x 4'; 1076 E Normandy Blvd – 4'x 4'; 756 Hartley Av – 4'x 4'; 1176 Whitewood – 3'x 4'.
- **Clam Truck:**
 - Debris – 42.
 - Trimming – 16.
- **Drop Offs:**
 - 1185 Bailey Av – repair drop off.
 - Normandy Blvd from Providence to Saxon Blvd – repair drop off.
- **Slope Mowing:** 930 Shenandoah Av – 65'; 931 Shenandoah Av – 71'; 1890 Arista Ter – 27'; 1048 Lamplighter Av – 74'; 901 Watts Cir – 102'; 1157 Swan St – 81'; 757 Arlene Dr – 88'; 778 Arlene Dr – 416'; 1132 Vicksburg St – 101'; 1341 Star Ct – 80'; 1830 Springwood Ln – 273'; 1240 Seybold Ter – 217'; 1014 Belvedere Dr – 76'; 2020 Dixie Bell Av – 80'; 2096 E Prairie cir – 72'; 2100 S Old Mill Dr – 138'; Prairie Cir & S Old Mill Dr – 126'; Eden Ct – 219'; 2070 Swallow – 177'; 973 Swallow Av – 154'; Trumbull & Tripoli – 287'; Utica & Venus – 609'; Venus & Elkcarn – 304'; Jamaica & Cloverleaf – 361; tulip – 81'; Union & Utica – 304'.

Fleet Maintenance Division ~

- **Vehicles:** PM – 82; Repairs – 10.
- **Equipment:** PM – 2; Repairs – 12.
- **Road Calls:** 2.

Stormwater Division ~ Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
 - 504 Chestnut Ct – repaired pipe.
 - 1401 Galena – reshaped swales for sod and poured collars around boxes and sodded area.
 - 1070 Wakefield – put in 40' of 6" pipe and reshaped area and sodded and poured sidewalk.
 - 1595 Waycross – reshaped swale and sodded.
- **Drainage Rehabilitation Crew:** 500' rehabilitated.
- **Drainage Area Maintenance (Aebi Mowing):** .6 acres of drainage areas maintained.
- **System Cleaning (Vac Truck):**
 - 200 feet of stormwater systems cleaned.
 - 7 yards of debris removed.
- **Right of Way Mowing Crew:** cleaned and edged Normandy Blvd from Elkcarn Blvd to Saxon Blvd.
- **Right of Way Litter Crew:** 965.25 Gallons of litter removed.

UTILITIES:

Customer Service

November / December 2010	29	30	1	2	3	4	5	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	1082	541	420	406	597	X	X	3046
Ebox	201	246	269	195	295	X	X	1206
Call Center Calls	680	537	488	372	545	X	X	2622
Walk-ins/Drop Box	547	349	377	249	358	X	X	1880
On-line Payments	159	216	200	174	244	93	128	1214

Customers Disconnected for Non-Pay

November / December 2010	30	1	Total
	Tues	Wed	
Cycle	5 & 6	7	
Total on Disconnect List	165	89	254
Off in error/DW error			0
Off in error/Munis error			0
Misapplied Payment			0

Construction Log & Service Orders

November / December 2010	29	30	1	2	3	4	5	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets				1				1
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement								
Fire Hydrant Repairs		10						10
Replace Meter Box	2	5	14	1	5			27
Locates Received	13	9	22	5	7			56
Locates Completed	15	13	17	9	7			61
Main Leaks	1			1				2
Service Leaks					1			1
Sewer Repairs								
Sewer Blockage	1			1				2
KV2 Valve Replacements					4			4
Service Replacements					2			2
Meter Change Outs	1	3	2	3	9			18
Service Orders	54	170	162	77	143			606
Disconnects		167	89					256
Drainfield Leaks								
Meter Retirements				2	2			4